

DEPARTMENT: Recreation and Parks

DIRECTOR: LeeAnn Plumer

Excel Program

Steps to Be Undertaken to Meet Goal	Objective and Action Brief Narrative	Current Status	Resources Required	Fiscal Impact
Goal 1 To maintain or improve the condition of park facilities by utilizing an effective preventative maintenance program.				
1 Objective	Design and build a parks maintenance facility to replace the current facility.	Underway	Current	CIP funding
1.1 Action	Develop program and RFP for bid.	Underway	Current	
1.2 Action	Construct new facility.			
1.3 Measure	Completed building.			
2 Objective	Install irrigation at Weems Whalen Field and Collison Field.	Underway	Current	POS grant and City match.
2.1 Action	Apply for POS grant.	Completed; waiting for grant approval.		
2.2 Action	RFP for bid.			
2.3 Action	Construction			
2.4 Measure	Completed construction.			
3 Objective	Transform BCNP into an environmental learning center.	Underway	Current	CIP funding and several grant sources.
3.1 Action	Stormwater learning exhibit. Design and grant funding.	Underway		
3.2 Action	Interior building renovation	Seeking funding		
3.3 Action	Shoreline restoration - west side of park	Underway		Grant
3.4 Measure	Completion of action items.			
4 Objective	Repair Truxtun Park boat ramp facility.	Underway	Current	CIP; Waterway Improvement Fund
4.1 Action	RFP for bid.			
4.2 Action	Public meeting.			
4.3 Action	Repair facility.			
4.4 Measure	Facility repaired.			

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Steps to Be Undertaken to Meet Goal	Objective and Action Brief Narrative	Current Status	Resources Required	Fiscal Impact
Goal 2 To effectively provide affordable, quality recreation and leisure time program offerings.				
1 Objective	Create means/ programs to promote physical activity and good nutrition as a way to fight against childhood obesity.	Underway	Current	Limited, within current budget
1.1 Action	Database resource for physical activity opportunities and nutrition resources; posted on the website.	Underway		
1.2 Action	Form a competitive swim team for community youth.	Underway		
1.3 Measure	Public awareness of youth obesity issue			
2 Objective	Evaluate each program offering to be sure participant expectations are being met.			
2.1 Action	Distribute and collect evaluation form; implement recommendations as appropriate	Underway		
2.2 Measure	High scores on evaluation forms.			
Goal 3 To evaluate and improve operations, funding opportunities, and awareness of the programs and services offered at the Stanton Community Center				
1 Objective	Evaluate staff duties and operational procedures to ensure effective operations.	Underway	Current	Increase staff salaries for new hires.
1.1 Action	Hire new supervisory staff to evaluate operations	Done		
1.2 Measure	Staff hired.	Completed		
2 Objective	Seek partners to apply for community service grants.	Underway	Current	
2.1 Action	Research to determine availability of funding.			
2.2 Action	Determine match of need with available funding.			
2.3 Action	Apply for grant.			
2.4 Measure	Receive grant; program executed.			
Goal 4 To complete the planning and design phases for a new community recreation center which addresses current and future recreational needs of the community.				
1 Objective	Reconvene Rec Center Planning Committee to review program.	Done		CIP; may require additional funding.
1.1 Action	Evaluate program.	Underway		
1.2 Measure	Program meets project goal.			

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Steps to Be Undertaken to Meet Goal	Objective and Action Brief Narrative	Current Status	Resources Required	Fiscal Impact
2 Objective	Work with architect and Planning Committee to design new facility.	Underway		
2.1 Action	Provide input into design.			
2.2 Measure	Design completed.			
3 Objective	Work with architect and Planning Committee to complete construction drawings			
3.1 Action	Provide input into materials and equipment.			
3.2 Measure	Construction documents completed.			
4 Objective	RFP for construction.			
4.1 Measure	Construction underway.			

Performance Measure Worksheet

EXCEL Program Goal	Efficiency Measure / Indicator				
	FY 05		FY 06		FY 07
	Goal	Actual	Goal	Estimated	Goal
Measure: Outcome Indicator					
Goal 1 To maintain or improve the condition of park facilities by utilizing an effective preventative maintenance program.					
1.3 Completed Parks maintenance building.	N/A	N/A	N/A	15%	80%
2.4 Completed irrigation installation.	N/A	N/A	N/A	20%	100%
3.4 Completion of BCNP action items.	N/A	N/A	N/A	10%	85%
4.4 Completion of boat ramp repair.	N/A	15%	N/A	60%	100%
Goal 2 To effectively provide affordable, quality recreation and leisure time program offerings					
1.3 Public awareness of youth obesity issue.	N/A	N/A	N/A	20%	60%
2.2 High scores on evaluation forms.	N/A	N/A	N/A	80%	100%
Goal 3 To evaluate and improve operations, funding opportunities, and awareness of the programs and services offered at the Stanton Community Center.					
1.2 Stanton Center staff hired	N/A	N/A	N/A	80%	100%
2.4 Receive grant; program executed	N/A	N/A	N/A	\$1000	\$2500
Goal 4 To complete the planning and design phases for a new community recreation center which addresses current and future recreational needs of the community.					
1.2 Program meets project goal.	N/A	N/A	N/A	80%	100%
2.2 Rec Center design completed.	N/A	N/A	N/A	100%	100%
3.2 Construction documents completed.	N/A	N/A	N/A	20%	100%
4.2 Construction underway.	N/A	N/A	N/A	0%	20%

BUDGET REQUEST - OPERATING EXPENDITURES

History of Expenditures in Operating Expense Accounts

Department/Division

Recreation and Parks

Fund and Division # 110-45220

Account Title	Actual FY2003	Actual FY2004	Actual FY2005	Budget FY2006	Proposed FY2007
Salaries	\$1,479,444	\$1,492,407	\$1,498,032	\$1,610,220	\$1,614,820
Benefits	365,437	312,457	354,953	374,290	383,350
Supplies	134,186	157,397	150,538	140,000	140,000
Utilities	103,952	106,660	113,104	104,500	104,500
Education and Travel	10,944	9,343	9,421	9,430	9,430
Repair and Maintenance	211,266	209,190	208,527	212,870	212,870
Special Projects	78,696	94,071	78,939	125,090	125,090
Leases	4,102	4,597	4,542	4,830	4,830
Contract Services	161,378	192,222	193,991	138,800	138,800
Capital Outlay	1,850	0	47,388	0	50,000
Total	\$2,551,255	\$2,578,344	\$2,659,435	\$2,720,030	\$2,783,690

BUDGET REQUEST - OPERATING EXPENDITURES

Description of Expenditures in Operating Expense Accounts

Department/Division Recreation and Parks Fund and Division # 110-45220

1	2	
Account Title	Total in Account	Description of Expenditures
Salaries	\$1,614,820	Appropriation needed as calculated on personnel detail.
Benefits	\$383,350	Retirement and Insurance benefits provided and calculated on personnel detail.
Supplies	\$140,000	Includes all recreational supplies (athletic equipment, art supplies, games, t-shirts, summer camp activities, etc.), office supplies (paper, pens, etc.), brochure printing, Latchkey supplies for six before and after school programs, swimming pool supplies (chlorine, first aid equipment, etc.), and supplies for the daily operations of the Stanton Community Center (staff shirts, athletic equipment, art supplies, transportation, etc.)
Utilities	\$104,500	Phone use for swimming pool (2), recreation center (7), Latchkey sites (6), Griscom building (3), Collison Field (2), Bates (1), and Weems building (1). Gas and electric service for Truxtun Park pool, downtown recreation center, athletic field / court lights, security lighting at all park areas, parking lot areas and Stanton Center.
Education and Travel	\$9,430	Monthly gasoline allowance for Department Director, Program Coordinator and other staff for using personnel vehicle for work related business. Training and education for professional staff to keep certifications current and expand knowledge with new programs and field trends. Includes membership fees for professional organizations (Maryland Recreation and Parks Assoc., and National Recreation and Parks Assoc.)
Repair and Maintenance	\$212,870	All materials and supplies required to maintain and repair the land, buildings, and equipment for the Department (Recreation Center, Stanton Center, Griscom Bldg., Annapolis Walk, Truxtun Park, ASC, Bates Athletic Complex, BackCreek Nature Park, Waterworks Park, Poplar Trail, Spa Creek Trail, all neighborhood parks and street end parks. Includes service contracts for dumpster service, office equipment, maintenance worker uniform service, etc.
Special Projects	\$125,090	Monies to supplement the private fundraising for Fourth of July fireworks display, grant money for Annapolis Pony Baseball League, Teen Club operating funds, GreenScape and community beautification funds, and playground renovation needs.
Leases	\$4,830	Rental costs associated with copy machine for recreation center, Latchkey program and Stanton Center.
Contract Services	\$138,800	Contract services for recreation officials (umpires / referees), instructors for special programs (golf, tennis, camps, etc.), maintenance services for Stanton Center.

1	2	
Account Title	Total in Account	Description of Expenditures
Capital Outlay	\$50,000	Bates contribution

Total

\$2,783,690

BUDGET REQUEST - OPERATING BUDGET

Explanation of Changes in Operating Budget

Department/Division RecreationFund and Division # 110-45220

Account Title	Budget FY2006	FY2007			Explanations
		Base	Inc(Dec)	Proposed	
Salaries	\$1,610,220	\$1,614,820		\$1,614,820	
Benefits	374,290	383,350		383,350	
Supplies	140,000	140,000		140,000	
Utilities	104,500	104,500		104,500	
Education and Travel	9,430	9,430		9,430	
Repair and Maintenance	212,870	212,870		212,870	
Special Projects	125,090	125,090		125,090	
Leases	4,830	4,830		4,830	
Contract Services	138,800	138,800		138,800	
Capital Outlay	0	50,000		50,000	
Total	\$2,720,030	\$2,783,690	\$0	\$2,783,690	

BUDGET REQUEST - OPERATING EXPENDITURES

History of Personnel Expenditures and Staffing

 Department/Division Recreation Fund and Division # 110-45220

Description	Actual FY2003	Actual FY2004	Actual FY2005	Budget FY2006	Proposed FY2007
Base Salaries	\$1,442,470	\$1,442,052	\$1,433,087	\$1,583,370	\$1,589,850
Overtime	31,728	44,361	50,975	24,970	24,970
Doubletime	5,246	5,994	13,970	1,880	0
Salary Subtotal	\$1,479,444	\$1,492,407	\$1,498,032	\$1,610,220	\$1,614,820
Benefits	365,437	312,457	354,953	374,290	383,350
Personnel Totals	\$1,844,881	\$1,804,864	\$1,852,985	\$1,984,510	\$1,998,170
<u>Staffing Summary</u>					
Permanent Positions	20	20	20	20	20
Temporary Positions	3	3	3	3	3

DEPARTMENT ENHANCEMENT SUMMARY FORM

Department Recreation and Parks

Form #	Enhancement Title	Short Description	Enhancement Amount
1	Horticulturist	Position to tend to landscaped areas	50,280.00
2	PT Salary Increases	For new and current PT employees	61,817.00
3	Parks Repairs and Maintenance	For repair of new and old park areas	75,850.00
4	15 Passenger Van	Van for recreational programs	40,000.00
5	Utility Dump	New/used utility dump truck	45,000.00
6	Turf Specialist	Position with special skills for field maintenance	46,772.00
7	Facility Manager	Manager for Stanton Center	62,055.00

Total \$381,774.00

DEPARTMENT ENHANCEMENT DETAIL FORM

Department/Division	<u>Recreation and Parks</u>	Form #	<u>1</u>
Maintain Current Service Level	<u> </u>	New Service	<u> </u>
Enhancement Title	<u>FT Horticulturist</u>	Enhancement Amount	<u>\$50,280.00</u>

Description/Justification:

The Recreation and Parks Department has taken on the maintenance and beautification of several new park and open space areas in the past three years. The most noted are the downtown open spaces (including Market House, Harbormasters office, City dock, Main Street, Green Street), Westgate Circle and the NAAA recreation trail. These open spaces, in addition to the numerous street end and community parks, are used daily by thousands of residents and visitors to the City. In order to meet the administrations and community's expectations, a full time Horticulturist is needed on staff. A person with the KSA's about native plant species and the ability to perform this hands-on work is needed in order to keep the City looking clean and well cared for.

The Recreation and Parks Department was able to hire a part time staff person to work on the numerous flower beds two summers ago. It became very clear that additional time and attention are needed for this task. This person will work closely with other City staff members and various volunteer groups and garden clubs , and the GreenScape Committee to further the environmental preservation and beautification efforts throughout the entire City - making it beautiful for residents and visitors.

FY05 Costs for
BEAUTIFICATION / PLANTING ONLY

<u>City Dock Area / City Hall</u>	<u>St. End Parks*</u>	<u>Other Parks*</u>	<u>Westgate Circle</u>	<u>NAAA Trail*</u>
Labor Hours	275	687		42
Material Costs	\$3980	\$707	\$2100	\$590
Contractual Costs	\$6400	\$4220	\$1300	\$9350

Other Parks Include: Truxtun Park, Stanton Center, Newman St. Playground, Waterworks Park, Back Creek, Victor Pkwy/Cypress, 3rd and Chester Ave.

* Does not include mowing, trash removal, etc. Does not include GreenScape purchases.

FY05 spending reflects part time labor costs of \$15,060 (approx. 34 weeks) and contractual costs of \$21,270. With a full time position, the costs may be slightly less and with a 52 week / year, production output.

Job description attached, as proposed to the Civil Service Board.

Horticulturist

Job Class Code: 6007

Pay Grade: 12

FLSA: Exempt

Updated: 3/05

GENERAL STATEMENT OF DUTIES: Responsible for the design, establishment, weekly maintenance and beautification of a wide range of gardens, public parks, open spaces and forested areas throughout the City; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class assists must be able to independently perform all horticultural tasks and duties in City parks, gardens, open spaces and forested areas of the City. Will be expected to train, supervise and work alongside others in environmentally-sound landscape design, construction and weekly maintenance using extensive knowledge in tree, shrub and plant identification, placement, establishment, pruning, and diagnosis and eradication of pests and diseases. Works with a variety of City Department personnel including Public Works, Planning and Zoning, Department of Neighborhood and Environmental Services, and the Mayor's Office. Works with communities and volunteers; team member for the City's annual GreenScape program.

EXAMPLES OF WORK: (Illustrative only)

- ▶ Design, construct and lead a team of laborers in the establishment and maintenance of four-season perennial shrub and flower beds.
- ▶ Work within an annual budget to design, implement and maintain all gardens, flower beds and open space planting areas.
- ▶ Conduct and evaluate soil tests and recommend fertilization of turf according to established procedures.
- ▶ Design and implement erosion control measures under state and federal guidelines.
- ▶ Prepare landscape and forestry designs and cost estimates.
- ▶ Identify and use Bay-friendly techniques in the eradication of woody pests, diseases and invasive species.
- ▶ Operate and utilize a variety of machinery and equipment including chain saws, pruners, weed eaters, mowers, sprayers, push and riding mowers.
- ▶ Establish and prioritize schedules for maintaining ornamental and native shrubs and trees.
- ▶ Participate as a team member in the City's annual GreenScape program.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of community recreation programming for all ages; ability to effectively communicate to participants, co-workers, and other community groups. Ability to perform routine manual horticultural duties as well as train and lead others in those duties; excellent communication skills and administrative abilities. Good judgement, strong written and oral communication skills.

ACCEPTABLE EXPERIENCE AND TRAINING: Bachelors Degree in Horticulture or related field (or 5 years field experience). or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Horticulturist continued

AMERICANS WITH DISABILITIES ACT:

Physical ability: ability to work outside in all seasons; ability to operate a vehicle in traveling to parks and recreation centers; ability to operate standard office equipment including copier, computer, fax machine, etc.; ability to reach into file drawers in standard four-drawer filing cabinets Ability to stand or sit for long periods of time while supervising recreational activities; ability to participate in a variety of physical activities which would require running, jumping, bending, stooping, reaching, etc.

Visual ability: sufficient to observe recreation activities, to effectively operate standard office equipment; ability to read and write reports, correspondence, instructions, etc.

Hearing ability: sufficient to hold conversation with other individuals both in person, over a telephone and/or radio.

Speaking ability: sufficient to communicate effectively with other individuals in person, over a telephone and/or radio.

Freedom from mental disorders which would interfere with performance of duties as described.

DEPARTMENT ENHANCEMENT DETAIL FORM

Department/Division	Recreation and Parks	Form #	2
Maintain Current Service Level		New Service	
Enhancement Title	PT Salaries Increase	Enhancement Amount	\$61,817.00

Description/Justification:

The Department continues to assume additional special projects and assignments requiring additional support from our part time employees. This request includes an increase in part time salaries to account for the increase in services, but also for an increase in hourly rates for our pool, park laborers and some camp staff positions.

The increase is noted on the attached spreadsheet noting the time requirements to perform such duties as outlined.

Examples of Special Events requiring staffing support:

- July 4th parade and events
- Misc. special events at City Dock
- Misc. special events at Truxtun Park
- Competitive swim team staffing
- Misc. duties relative to the ocean races
- First Night Annapolis

Part time staffing hourly rate increases are needed to find responsible, reliable persons to handle highly responsible job positions - working with children, supervising the swimming pool, etc.

Part time increases include:

Lifeguards	From \$7.50 to \$8.00/hr
Swim Aides	From \$8.00 to \$8.50/hr
REC Leaders	From \$7.00 to \$7.50/hr
Building Super	From \$7.00 to \$7.50/hr
Park Laborers	From \$7.50 to \$8.25/hr

DEPARTMENT ENHANCEMENT DETAIL FORM

Department/Division	<u>Recreation and Parks</u>	Form #	<u>3</u>
Maintain Current Service Level	<u> </u>	New Service	<u> </u>
Enhancement Title	<u>Parks R&M</u>	Enhancement Amount	<u>\$75,850.00</u>

Description/Justification:

Community expectations continue to climb as the Department struggles to keep on top of outdated park equipment/facilities which are in disrepair due to use, wear/tear and age. Furthermore, the Department has assumed additional maintenance responsibilities without the consummate increase in our operating maintenance budget.

Back Creek Nature Park is shaping up to be a premier environmental education center featuring numerous state-of-the-art storm water management exhibits, including shoreline restoration techniques, a green roof and renovation of the old waterworks building into the Osprey Nature Center. This project is in full swing without the backing of an increase to the parks operational budget. The initial operating impact is noted below. As the additional exhibits become open to the public and park attendance increases, a full park operating plan will need to be adopted and funded.

Misc. repairs for park areas:

Fence repair	\$12,000
Weems roof	\$40,000
Misc. bench repair	\$ 3,500
Parking area repair	\$10,000
Signage	\$ 2,500
Irrigation expenses	\$ 5,000
	\$73,000

Back Creek Operations (FY07 Only)

Green roof maint	\$1,500
Trash cans, tools	\$ 850
Signage	\$ 500
	\$2850

DEPARTMENT ENHANCEMENT DETAIL FORM

Department/Division	<u>Recreation and Parks</u>	Form #	<u>4</u>
Maintain Current Service Level	<u></u>	New Service	<u></u>
Enhancement Title	<u>15 Passenger Van</u>	Enhancement Amount	<u>\$40,000.00</u>

Description/Justification:

As the Recreation staff expands its program offerings and is successful in outreach to the entire Annapolis community, transportation to and from programs is limited. The purchase of a 15-passenger van will enable the Stanton Center (and other recreation staffed programs) to be able to safely transport children and senior citizens to and from enrichment events. Currently, limited transportation is provided by private car or by bus rental.

DEPARTMENT ENHANCEMENT DETAIL FORM

Department/Division	<u>Recreation and Parks</u>	Form #	<u>5</u>
Maintain Current Service Level	<u> </u>	New Service	<u> </u>
Enhancement Title	<u>Utility Dump</u>	Enhancement Amount	<u>\$45,000.00</u>

Description/Justification:

Purchase of Chevy Utility Dump Truck, 4x4, Automatic with cargo cover, tow package, snow plow and salt spreader.

This addition to the fleet would allow the Parks Crew to more effectively maintain the park areas when hauling, loading and moving top soil, infield mix, yard waste, etc. Currently, the Crew must load soil, mulch, etc. on and off the bed of a pick-up truck by hand, requiring many labor hours.

DEPARTMENT ENHANCEMENT DETAIL FORM

Department/Division	<u>Recreation and Parks</u>	Form #	<u>6</u>
Maintain Current Service Level	<u></u>	New Service	<u></u>
Enhancement Title	<u>Turf Specialist</u>	Enhancement Amount	<u>\$46,772.00</u>

Description/Justification:

Increasing demand for quality playing fields requires the knowledge of a specially trained turf specialist with the knowledge to set up and carry out a turf maintenance plan.

The City owns and maintains 15 baseball and linear field which serve thousands of area youth and adults each season. The safety of the fields is the utmost important element that a turf specialist would bring to the Department.

Parks Turf Specialist

Job Class Code: 6008

Pay Grade: 11

FLSA: Non-Exempt

Updated: 3/05

GENERAL STATEMENT OF DUTIES: Performs maintenance tasks for athletic fields and park grounds maintenance; assists with special recreational events; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Performs routine to complex maintenance, preparation, modifications, and reconditioning of athletic fields and parks with an emphasis on turf management, sets up fields for recreational leagues, tournaments, and special events; maintains irrigation systems and controls, and maintains inventories of field and turf maintenance and preparation supplies. Reports to the Parks Administrator. May be assisted by Park Maintenance I's, II's or part time park laborers.

EXAMPLES OF WORK: (Illustrative only)

- Evaluate and provide status on work in progress as necessary to prepare safe and legal playing fields and other turf areas.
- Assist with the completion of special requests regarding practice and game facilities and field layout. Inspect and evaluate the condition of the grounds.
- Manage resources to maintain athletic fields (equipment, water, fertilizer, pesticides, etc.) in an efficient manner.
- Maintains athletic field irrigation systems to include valves, sprinkler heads and controllers. Advises on watering times and quantities to maintain healthy turf. and controls.
- Maintains sports field turf in top playing condition. Operates and advises others in the operation of mowers and tractors with specialized attachments to till, cultivate, aerate, de-thatch and grade turf areas.
- Applies prescribed amounts of fertilizer, determines turf mowing height, performs mowing and weed eating of turf areas.
- Conditions fields for play with infield mix, using a combo plane, tractor w/ loader and drag.
- Mows grass on football and softball fields
- Makes repairs to and installs baseball field bases and plates
- Seed and fertilize all playing areas and common areas though out the park system and maintains records of time spent and material used
- Operates tractors with various implements for turf preparation and renovations.
- Trains other employees on lining fields and use of equipment
- Use push mower and weed eaters to maintain outfield fence line and backstop areas
- Assists with special recreation events and seasonal programs (organizing supplies and equipment).
- Use truck and trailer to move equipment and material.
- Uses a caulk liner for lining infields and spray paint to mark athletic fields
- Works from prints to layout fields
- Performs other related tasks as needed

Parks Turf Specialist continued

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of agronomy and athletic turf maintenance duties; knowledge of and ability to use various turf maintenance equipment including mowers, tractors with attachments, irrigation equipment and controls. Ability to do general math calculations, read blue prints, understand and follow complex oral and written directions; good physical condition.

ACCEPTABLE EXPERIENCE AND TRAINING: College degree or course work in agronomy, horticulture, or turf management is desirable. A minimum of 5 years experience in agronomy or turf care experience in a golf course, sports complex, park or related setting preferred.

ADDITIONAL REQUIREMENTS: Possession of a valid drivers license issued by the State of Maryland.

AMERICANS WITH DISABILITIES ACT:

Physical ability: strength and agility sufficient to lift 80lbs. and maneuver heavy objects such as heavy tools and equipment, to climb into and operate large equipment, trucks, etc.; ability to withstand working outside in all extreme weather conditions.

Visual ability: sufficient to operate heavy equipment and trucks both by day and night, to observe unsafe conditions of roadways, to read and write reports, correspondence, instructions, etc.

Hearing ability: sufficient to understand radio transmissions, conversation with other individuals both in person and over a telephone.

Speaking ability: sufficient to communicate effectively with other individuals in person, over a telephone and over a radio.

Freedom from mental disorders which would interfere with performance of duties as described.

DEPARTMENT ENHANCEMENT DETAIL FORM

Department/Division Recreation and Parks Form # 7Maintain Current Service Level New Service Enhancement Title SC Facility Manager Enhancement Amount \$62,055.00

Description/Justification:

Keeping with the reorganization of the Stanton Community Center, a new Facility Manager position is required. A full job description is in the process of being developed.